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Security Information

REGULATION

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PERSONNEL EVALUATION

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 (2) CIA Notice No.  
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25X1A

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## 1. GENERAL

This Regulation prescribes Agency policy and responsibilities for the evaluation of personnel and procedures for the preparation and processing of Personnel Evaluation Reports. The provisions of this Regulation are applicable to all headquarters employees. Requirements and procedures applicable to field personnel are contained in Regulation [REDACTED]

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## 2. POLICY

The Central Intelligence Agency requires continuous evaluation of its personnel as a principal means of developing and maintaining an effective staff. Periodic evaluations of individual employees provide the basis for planning the course of their subsequent service with the Agency. The Personnel Evaluation Report is designed to stimulate thorough analysis of each individual's duties and responsibilities and his interests concerning future service in the Agency. Further, it provides a record of the individual's effectiveness and of plans for increasing his value to the Agency.

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### 3. RESPONSIBILITIES

**SUPERVISORS**

- (1) Each supervisor must evaluate the abilities and performance of the employees under his supervision and plan their work assignments in order to develop their skills and abilities for current and future service. Periodically, supervisors are required to prepare written reports of their evaluations and recommendations for review by other officials concerned with the evaluation process. A frank discussion between supervisor and individual concerning this report is necessary in order to assist in the development and best use of every individual's capabilities.
- (2) The Reviewing Official is the supervisor next in line of authority above the immediate supervisor and is responsible for reviewing evaluation reports prepared by supervisors under his authority. Through this process, he has an opportunity to guide his subordinate supervisors in carrying out their responsibilities and to participate in the evaluation and in planning for the development of the individuals concerned. The reviewing official will insure that these reports are adequate and accurate and that they conform to applicable policies. In discussing the evaluation with the immediate supervisor he will analyze the results of the evaluation to determine whether additional action should be recommended to improve or better utilize the employee's qualifications. He should also discuss with the supervisor any recommendations which would assist the supervisor in carrying out his responsibilities in the evaluation process and in taking appropriate action on the basis of the evaluation.

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## b. ADMINISTRATIVE SUPPORT

The Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Director of Training and the Assistant Director for Communications, and, at their discretion, the heads of each of the major components of these Offices (Offices, Staffs and Area Divisions) will designate a person to serve as Evaluation Officer with responsibility for administrative activities connected with the preparation of Personnel Evaluation Reports. These duties will be in addition to regularly assigned responsibilities. The Personnel Office will be notified in writing of the names of the individuals so designated.

## c. COMPONENT CAREER SERVICE BOARDS

Each Component Career Service Board will review the Personnel Evaluation Reports on persons with Career Designations corresponding to the Boards and will recommend appropriate action in keeping with their responsibilities as stated [REDACTED]

## d. PERSONNEL OFFICE

The Assistant Director (Personnel) is responsible for the administration of this Regulation and for providing assistance and guidance to supervisory officials, Evaluations Officers, and Component Career Service Boards. He will review the overall effectiveness of the personnel evaluation program and will provide for the preparation of statistical information developed through Personnel Evaluation Reports.

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#### 4. PURPOSE AND USE OF PERSONNEL EVALUATION REPORTS

- a. The value of the evaluation process lies in its constructive use in the development and utilization of each employee's abilities and potentialities. Specifically, evaluation reports may be used to assist in:
- (1) Identifying the individual's aptitudes, knowledges, skills and interests.
  - (2) Promoting discussions between supervisors and employees concerning work performance and career plans.
  - (3) Increasing individual efficiency by identifying and correcting specific problems and deficiencies, and helping in the development of desirable traits.
  - (4) Formulating individual plans for career development.
  - (5) Identifying outstanding service as a basis for superior accomplishment or honor awards.
  - (6) Identifying areas of training to enhance the individual's effectiveness.
  - (7) Identifying the desirability of reassignment, rotation, promotion, change to lower grade, separation, or other formal personnel actions.
  - (8) Identifying individuals who fail to perform as effective members of the Agency.

#### 5. TYPES OF PERSONNEL EVALUATION REPORTS

##### a. INITIAL REPORTS

A Personnel Evaluation Report will be prepared for each employee nine months after his entrance on duty with the Agency. This report is of

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particular importance in insuring a careful evaluation of the individual's performance and potential before he has completed his trial period. The report will be required regardless of the length of time the employee has been under the jurisdiction of his current supervisor. Other supervisors may be requested to contribute to the evaluation if the current supervisor considers his opportunity for observation inadequate.

## b. ANNUAL REPORTS

A Personnel Evaluation Report will be prepared for each employee on the anniversary of his entrance on duty with the Agency, except when a report has been prepared for some other purpose within 90 days preceding his anniversary date. When necessary, the due date of an annual report will be deferred until the individual has been under his supervisor's jurisdiction for 90 days.

## c. REASSIGNMENT REPORTS

## (1) Reassignment or Departure of Supervisor

A supervisor who is to be reassigned or who is leaving the Agency will evaluate each employee under his immediate supervision. He will complete a Personnel Evaluation Report on each individual unless he has done so within ninety days; or, unless he submits a memorandum to the Personnel Office certifying, in each case, that an individual's last Personnel Evaluation Report requires no change or modification and represents an adequate current evaluation.

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(2) Proposed Reassignment of Employees

When it is proposed that an employee be transferred between Offices of the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Training, and Communications; or between components of these Offices (Offices, Staffs, or Area Divisions) a special Personnel Evaluation Report on the employee will be prepared before reassignment is effected. This report will be used as a guide in considering approval of the individual's reassignment. The Chief or a designated senior official of the gaining office will sign the report as confirmation of his review and understanding of the material. The Personnel Office will not approve reassignment without this report on record.

(3) Reassignment of Employee

Unless a Personnel Evaluation Report has been prepared within 90 days, one will be prepared when an employee is reassigned or transferred within the major components (Offices, Staffs, and Area Divisions) of Offices of the Deputy Director (Administration), Deputy Director (Intelligence), Deputy Director (Plans), Training, or Communications.

d. OTHER REPORTS

(1) Separation Reports

A Personnel Evaluation Report, including the supervisor's recommendation concerning the individual's suitability for reemployment, will be prepared to accompany Standard Form No. 52, Request for Personnel

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Action, for each employee leaving the Agency.

(2) Other Special Reports

Other special reports will be prepared as necessary to meet the requirements of special circumstances.

6. REPORT PROCEDURES

a. INITIATION OF REPORTS

- (1) Initial and annual reports will be initiated by the Personnel Office by the preparation of Form No. 37-151A, Routing and Action Slip for Personnel Evaluation Reports. Form No. 37-151A will be forwarded to the appropriate Evaluations Officer prior to the closing date of the reporting period.
- (2) Reassignment reports will be initiated by the office concerned in accordance with the internal procedures of that office. Form No. 37-151A will be used as a routing sheet.
- (3) Special reports will be initiated by the office concerned in cases of reassignment or separation from the Agency. In other cases, the report will be initiated by the office concerned or the Personnel Office, as appropriate under the circumstances of the particular case. Form No. 37-151A will be used as the routing slip.

b. PREPARATION OF REPORT

Form No. 37-151, Personnel Evaluation Report, will be prepared in duplicate and in accordance with the instructions on the Report Form will be routed for action to persons or offices indicated on Form No. 37-151A, Routing and Action Slip for Personnel Evaluation Report.

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**c. SUBMISSION OF REPORTS**

In all cases, the original copy of a Personnel Evaluation Report will be submitted to the Personnel Office within 15 working days following the expiration of the period covered by the report. The duplicate of the report will, at the same time, be submitted to the appropriate Career Service Board as indicated by the Career Designation of the individual concerned.

**7. REPORTS OF UNSATISFACTORY PERFORMANCE**

- a. At any time when it becomes apparent to the supervisor that an employee is not effective in his position and less drastic action has not improved his performance, the supervisor should inform the Personnel Office through channels. The Personnel Office will assist in preparing a formal memorandum advising the employee of the specific deficiencies in his performance.
- b. When a supervisor's recognition of unsatisfactory performance is coincidental with the preparation of a Personnel Evaluation Report, a copy of the memorandum described above will be attached to the report.
- c. If separation action based on unsatisfactory performance is proposed, it must be processed in accordance with established separation procedures.
- d. If a memorandum concerning his unsatisfactory performance has been attached to an individual's Personnel Evaluation Report, he will become ineligible for a periodic step-increase until a subsequent Personnel Evaluation Report is prepared indicating satisfactory performance.



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- e. Advisory Appeal Boards appointed and convened in accordance with Agency Regulation ~~SECRET~~ Grievances and Complaints, will, at the individual's request, re-examine memoranda concerning unsatisfactory service and recommend action to the appropriate officials. Information contained in Personnel Evaluation Reports themselves is not subject to such appeal.